



JOHNS HOPKINS

BLOOMBERG SCHOOL
of PUBLIC HEALTH

**Guidebook
for Postdoctoral Fellows**

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I would like to welcome you to the Johns Hopkins Bloomberg School of Public Health on behalf of the administration, faculty and staff. You may be surprised to hear that you will be joining over 100 other postdoctoral fellows here at the school. This is an exciting time in your career as you transition from being a successful doctoral student to a more independent investigator.

Although you will quickly become absorbed in your own research, don't miss the opportunity to become part of the active, diverse research community of this school. Take chances and learn about something that is outside of your own graduate training. Postdoctoral work provides time to hone your knowledge and skills within your own research interests, but can be enormously enriched by opportunities to work across disciplinary boundaries that you may not even know exist.

This period of your career should be innovative, productive, and busy but it is important not to become isolated from your peers. My office provides your membership into the Johns Hopkins Postdoctoral Association (JHPDA) which unites postdocs across the East Baltimore campus. There is also a postdoctoral association within the school of public health that you should engage. Additionally, I encourage you to take advantage of both personal and professional networking opportunities. A second key resource for you is offered by the JHMI Professional Development and Career Office, also available to members of the East Baltimore Campus. They provide a wealth of activities that will be valuable to your ranging from grant preparation to career planning <http://pdco.med.jhmi.edu/>.

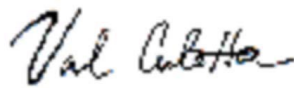
I strongly advise you to work as soon as possible with your mentor to develop an Individual Development Plan (IDP) which is now an annual requirement of all university postdoctoral fellows. It is very easy to get caught up in the day to day of the whirlwind of daily life and it is important to keep your eye on your long-term goals; IDP's can help you do this and remind you to focus on what is most important to you.

This guidebook compiles information that can help you make the most of your time here and as you transition to the next stage of your career.

In addition, I provide monthly orientations for new postdoctoral fellows where I cover everything of interest to JHSH postdocs, from salaries and benefits to professional development.

Please keep me informed about any problems that may arise and anything that I might do to enhance your experience at Hopkins. Enjoy!

Valeria Culotta, PhD



Director of Postdoctoral Training
Johns Hopkins Bloomberg School of Public Health



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

Broadway Research Building
733 N. Broadway, Suite 147
Baltimore, MD 21205
postdoc@jhmi.edu

WELCOME NEW POSTDOC!

*ARE YOU NEW TO HOPKINS? ARE YOU NEW TO BALTIMORE?
IF YOU'RE FEELING A LITTLE LOST ABOUT POSTDOCTORAL LIFE, YOU'RE NOT
ALONE. THERE'S A WHOLE COMMUNITY OF POSTDOCS WHO CAN HELP YOU!*

The Johns Hopkins Postdoctoral Association (JHPDA) is a volunteer organization run by Postdocs, for Postdocs. Whether you're looking to make some new friends, want to network or expand your career options, learn transferable leadership skills or simply have some fun, you can get this and more by getting involved with the JHPDA! This information overleaf details some of our achievements and activities.

If you ever have any questions or concerns about your experience as a Postdoc at Johns Hopkins, please do not hesitate to either send us an email or attend one of our monthly meetings. These meetings are open to all Fellows. The meeting schedule, as well as useful information for Postdocs at all stages of their fellowship, can be found on our website jhpda2.jhu.edu. You can also find us on Facebook (<http://facebook.com/jhpda>) or LinkedIn (search for "Johns Hopkins Postdoctoral Association").

JHPDA sends out regular email bulletins with information about upcoming events, opportunities and resources to School of Medicine, School of Nursing and School of Public Health Postdoctoral Fellows.

We Hope you have a happy and successful time at Hopkins!
Best Wishes,

Your Johns Hopkins Postdoctoral Association
postdoc@jhmi.edu <https://jhpda.jhmi.edu/>



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION
“ADVANCING SCIENCE BY HELPING YOUNG SCIENTISTS”

The Johns Hopkins Postdoctoral Association (JHPDA) was formed in 1992 and has been officially recognized by the University since 1994 making us one of the oldest Postdoctoral associations in the country. We serve approximately 1500 School of Medicine (SOM) approximately 150 School of Public Health (SPH) and 10-20 School of Nursing (SON) Postdoctoral Fellows. Membership is currently open to all Postdoctoral Fellows in the Johns Hopkins SOM, SPH and SON. The association is run completely by the volunteered efforts of our own Fellows.

The JHPDA serves the Postdoctoral community in a number of ways. We focus improving both the daily life and morale of Fellows, as well as long-term issues such as postdoctoral training, career development, and addressing changes in postdoctoral policy. Our main mission is to bring the interests and concerns of Fellows to the attention of the Johns Hopkins administration. We then work together to initiate constructive and mutually beneficial changes.

The JHPDA sponsors events to promote social integration, networking, and professional development of Postdoctoral Fellows throughout JHMI:

- Events for National Postdoc Appreciation Week
- Annual Postdoc Symposium in collaboration with the Homewood Postdoc Association
- Career development conferences, career workshops, and teaching programs in partnership with the Professional Development Office
- Social events throughout the year such as monthly happy hours, holiday events, a skiing trip, cultural outings, baseball games, and more
- Weekly newsletters and bulletins, written and edited by JHPDA members

Please feel free to contact us with any questions, comments, or concerns.

Johns Hopkins Postdoctoral Association

jhpda2.jhu.edu

postdoc@jhmi.edu



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

INTERESTED IN BECOMING AN ACTIVE MEMBER?

The JHPDA is a volunteer organization that helps the Hopkins Postdoc community on various fronts. We always welcome new ideas and are excited to have new members come on board! Any Postdoc can become a member of one or more of our committees (listed below). There is no minimum attendance; any level of contribution is welcome and greatly appreciated!

If you are interested in participating in these committees, please contact the committee chairs listed below.

- **Diversity Postdoc Alliance Committee:** An interdisciplinary network for engaging, connecting and supporting postdoc fellows historically underrepresented in biomedical fields. <https://jhpda.jhmi.edu/dpac/>
- **Professional Development Committee:** Organizes events for postdoc professional enhancement, including career information seminars and workshops. Promotes the development of professional skills for academic and non-academic (including industry, policy, and government) careers. Works closely with the JHMI Professional Development Office (PDO) to arrange speakers and panel discussions.
- **International Committee:** Caters to the needs of international Postdocs. Organizes useful resources for International Postdocs, including a visa information session, information on settling into life in the US, and international-themed networking and social events.
- **Media & Communications Committee:** Organizes the artful dissemination of information about JHPDA events and resources. Creates the weekly email bulletin and manages the JHPDA's online presence, including the website and social media sites (Facebook, LinkedIn, and Twitter).
- **Social Committee:** Organizes social events for networking and social interactions away from work. In many ways, Socials represent the 'face' of the JHPDA as these events are often times the first way that Postdocs come into contact with the JHPDA. Activities range from happy hours at various locations on shuttle routes around the city, to whitewater rafting & ski trips, to nights out at the symphony. Socials and Internationals frequently collaborate on international-themed social events.
- **Policies & Advocacy Committee:** Advocates and works with the university to resolve problems affecting the postdoctoral training experience. A bridge of communication between the postdoctoral community, representatives of the University Health System, the School of Medicine, and the Dean of Postdoctoral Affairs. Organizes the bimonthly Postdoc Orientation and annual events such as, "Speak out for Science" and the "JHPDA Annual Survey."
- **School of Public Health Committee:** The goal of the Committee is to advocate for the specific needs of postdocs at the School of Public Health and create better links between the SPH and the wider JHPDA. We aim to work together with other Committees of the JHPDA to help support postdocs at the SPH through a range of activities.



The [JHM Professional Development and Career Office](#) of the Johns Hopkins Medical Institutions serves students, fellows, and junior faculty in the Schools of Medicine, Nursing and Public Health. The new [recordings page](#) includes virtual events.

Our services for students include:

- Weekly e-newsletter
- Free course: Your Research Career
- Including Funding, Publishing, Presenting, and Leadership Topics
- Workshops on CV writing, resume writing, networking, and interviewing
- Teaching Fellows in collaboration with local universities
- Employer information sessions
- Student and postdoc pages on our Website
- Panels and speakers covering a wide range of scientific career paths

Individual consultation to discuss:

Fellowships and grants, career planning, job search strategies, mock interviews, etc.

Stop by or contact us:

Professional Development & Career
Office

1830 E. Monument, Suite 2-107

410-502-2804

Check the PDO Calendar of events

Pat Phelps, Ph.D., Director



NEW POSTDOCTORAL FELLOWS “TO DO” LIST

Any international or permanent resident arriving at The Johns Hopkins University to participate in a postdoctoral experience MUST check in with the International Services Office upon arrival. Please call 410-955-3371 and inquire with your departmental academic or HR coordinator for more information.

New Postdoc Orientation: Monthly virtual orientations are held by zoom at 4 PM, usually the first Tuesday of every month. Please see your departmental academic coordinator for details.

ID Badge and Access to JHU Online Resources

Your departmental academic coordinator or HR representative will help you receive your ID badge and JHED ID access to all JHU online resources available for postdoctoral fellows. When the campus is open, you may physically pick up your ID Badge using a request form from Records & Registration, Wolfe Street E1002, which provides verification of postdoctoral status and will allow “Postdoctoral Fellow” and degrees on your ID badge. Go to ID Office, Nelson 106 (Hospital).

- **Restricted Access** – If your postdoctoral fellowship requires access to card key restricted areas (i.e. animal research areas), see your departmental administrator for a Card Access System Request form and procedures for acquiring the appropriate approval signatures.

Registration/Tuition

- All postdoctoral fellows must register for Postdoctoral Research each term during the regular academic year and are obliged to follow all the general academic and administrative policies that apply to degree candidates at the School. Registration is typically 16 credits/term, the equivalent to full time status. There is no tuition charge to the postdoc for registration.
- A postdoctoral fellow may also register to take any didactic course for credit as long as the total of accumulated and registered credits is less than 16. Each term’s registration should include postdoctoral research in the student’s department (XXX.830)
- There is no limit to the number of courses a fellow may audit.
- Postdocs must register for classes in responsible conduct in research shortly after arrival. Please see your departmental academic coordinator for details.
- Shortly after arrival, postdocs must also complete the Title IX training requirement governing sexual misconduct in the workplace. Please see your departmental academic coordinator for details.

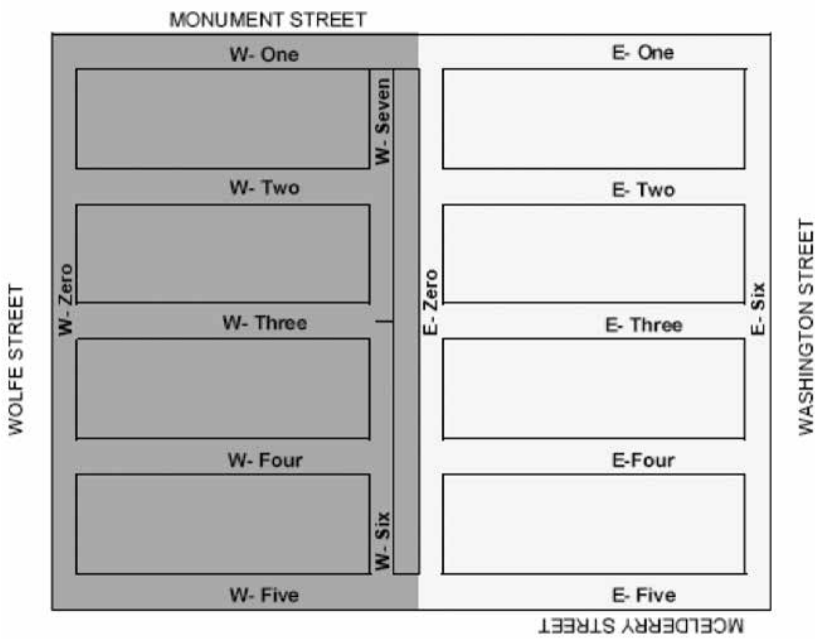
ROOM NUMBERING SYSTEM (FOR THE BLOOMBERG SCHOOL OF PUBLIC HEALTH)

Letter indicates the side of the building (East or West)

1st number represents the floor number

2nd number represents the hallway (see diagram)

3rd and 4th numbers indicate the office number



DENTON A. COOLEY CENTER

Fitness & Recreation

Director: **Sara Harman**, sharman3@jhmi.edu

Locations: 1620 McElderry Street 410-955-2513
9th Floor, 615 N. Wolfe Street 410-502-0842

E-mail: JHUCooleyCenter@aol.com

Website: www.jhucooleycenter.com/

Services Include:

- Group Exercise
- Personal training
- Wellness Center
- Intramural leagues
- Swimming Pool

LIFE IN BALTIMORE

JHU Off-Campus Housing Resource - This is an official off-campus housing website provided by the University. On this site you are able to get a listing of available housing around JHU.

www.jhu.edu/~hds/offcampus

Live Baltimore - This site is a good site for someone relocating to Baltimore. It answers a lot of the real estate questions one may have about the areas in this city.

www.livebaltimore.com

Craigslist - This website is the ultimate information guide for anyone moving to a new city. It is basically online classifieds where you have the choice of defining what type of apartment you are interested in as well as the price and if you desire to have a roommate.

<http://baltimore.craigslist.org>

Sublet.com - If you are looking for short-term housing this is great site.

www.sublet.com

Maryland Apartments - This website is best for someone who is familiar with the areas in and around Baltimore. Otherwise, it is a good source for satisfying your apartment search needs.

www.marylandapartments.com

CITY GUIDES

City Paper - This website is by far the most comprehensive compilation of events, housing and classifieds specifically geared for present and future Baltimore residents.

www.citypaper.com

Hello Baltimore - You can find every tidbit about Baltimore and its attractions, jobs, weather, restaurants, real estate etc. If you are new to this area this is a great starting point to exploring Baltimore.

www.hellobaltimore.com

Exploring Baltimore - On a budget? Here you may find a listing of restaurants and inexpensive things that one might be able to do in Baltimore.

www.baltimore.to/Guide/index.html

THINGS TO DO IN BALTIMORE

Baltimore Live- This is a great website that can be used as a source for planning events with friends and family. You can also get maps and information on overnight housing.

www.baltimore.org

Fell's Point is one of the oldest areas in Baltimore. This historic town has a lot of beautiful attractions, stores, restaurants and tours. This site is ideal for someone interested in sightseeing and enjoying all the uniqueness that Baltimore has to offer.

www.fellspoint.us/

Baltimore Office of Promotion - All the information that you will need about films, art shows and other events involving the arts, are all listed here by Baltimore's Office of Promotion and the Arts. Check out this website for dates and times of upcoming events.

www.bop.org

Baltimore Symphony Orchestra - Do you like the symphony? Are you a music lover? The BSO has great concerts showing at really convenient times to spruce up your nightlife. Visit this website for more information on all the concerts BSO has to offer.

www.baltimoresymphony.org

Baltimore Museum of Art (BMA) - Enjoy great food and good art at the BMA and its restaurant, Gertrude's. Take in some live music, performances, tours and talks all for FREE! on the first Thursday of each month.

www.artbma.org

Walters Art Museum - This museum contains a diverse range of artwork from all over the world. Be a docent, a volunteer or a member; there are lots of events and programs made available to the public. Don't forget to take advantage of their free admission on the first Thursday of each month!

www.thewalters.org

ArtScape - This is a three-day arts festival held in July every year since 1974. There is usually plenty of food, music, sculptors, paintings, jewelry, and craft persons.

www.artscape.org

The Maryland Zoo in Baltimore - Enjoy beautiful wild life and wilderness in Baltimore. This is one of the greatest attractions in Baltimore and is a must see.

www.marylandzoo.org

**THE JOHNS HOPKINS UNIVERSITY BLOOMBERG SCHOOL OF PUBLIC HEALTH
SUMMARY OF BENEFITS FOR FULL TIME POSTDOCTORAL FELLOWS**

There are numerous wellness resources available to postdocs. For a composite list, please visit the university [Health and Wellness](#) site.

I. HEALTH INSURANCE (Effective date is determined by completion date of application)

The [Student Health program](#) (SHP) is administered by the Johns Hopkins Employer Health Program (EHP), and provides medical coverage for the postdoctoral fellow, spouse or same-sex domestic partner, and dependent children through the age of 25. The Plan includes well-child and pediatric care, and prescription drugs. The insurance has a plan year deductible of \$150 per person and \$450 per family. The out-of-pocket maximum coinsurance is \$3,000 per person and \$9,000 per family. For more information on SHP coverage, go to: Johns Hopkins University Student Health Program - Johns Hopkins Employer Health Programs (EHP)

Enrollment must take place within 30 days of appointment. Change in enrollment can be made during the July open enrollment period or as a result of a “life event” provided application is made within 30 days of the qualifying event.

There is no cost to the postdoctoral fellow for enrollment in the SHP. However, there are monthly charges associated with coverage for 2-party (fellow and one child or fellow and spouse/domestic partner) or family coverage which will be billed to the postdoctoral fellow’s account. For more information, please contact your departmental HR representative for exact costs.

Membership cards are mailed within 7-14 business days to the address provided on the application form. If you need information regarding membership prior to receiving cards, please call EHP at 410-424-4485.

To access your Student Account Records, use your JHED ID and Password at www.sis.jhu.edu. Email notice is sent to preferred email address listed on your accounts on the 2nd Thursday of the month.

A completed and signed original Benefits Election form must be submitted to the Student Accounts Office.

II. UNIVERSITY HEALTH SERVICES (UHS) (Effective the date of appointment)

All full-time postdoctoral fellows are enrolled in University Health Services. Enrollment in UHS provides access to adult primary care (UHS will assign a primary care provider) and adult outpatient mental health services. Spouses/domestic partners enrolled in the SHP may also access UHS services without payment of an additional health fee as their visits will be billed to

The SHP by UHS. Spouses/same-sex domestic partners not enrolled in SHP do not have access to UHS. The UHS Health Center is located at 933 N. Wolfe Street; and their website is <http://www.hopkinsmedicine.org/uhs/>.

Enrollment for this benefit is automatic; no forms need to be completed.

III. UNIVERSITY MENTAL HEALTH SERVICES (UMHS) (Effective the date of appointment)

University Mental Health is part of UHS and offers a confidential source for postdoctoral fellows seeking outpatient

mental health services. Spouses/domestic partners enrolled in the SHP may also utilize UMHS without payment of an additional health fee as their visits will be billed to the SHP by UHS. Services are rendered by physicians and professional staff of the Johns Hopkins Psychiatry Department. Spouses/same-sex domestic partners not enrolled in SHP do not have access to UMHS.

Enrollment for this benefit is automatic; no forms need to be completed.

IV. MySupport

The [mySupport Program](#) provides free and confidential support for daily emotional well-being and onsite crisis response for critical incidents. This free resource is available to postdoctoral fellows, their immediate families and any members of their household. Services include free and confidential support services for problems of daily living, including diagnosis of personal problems, referral to appropriate service or treatment resources; brief counseling, preventive and educational sessions, and support and discussion groups. Enrollment for this benefit is automatic; no forms need to be completed.

V. DENTAL PLAN (Coverage effective the date of appointment)

Fellows are provided a basic CareFirst BlueDental Plus plan with a co-payment requirement for services rendered. This benefit is available at no cost to the fellow and is not available to spouse/domestic partner. Dental coverage for dependent children under age 19, who are covered by your medical insurance (Student Health Program) is provided as required by the Affordable Care Act.

The plan booklet provides **Summary of Benefits**; [BlueDentalPlus](#)

VI. VISION INSURANCE

Johns Hopkins University offers vision insurance through EyeMed. This plan provides coverage for eye exams, glasses, and contact lenses. More information is available on the EyeMed website. Coverage for your spouse/same-sex domestic partner and children is available at no additional cost. Additional information can be found on the [Student Affairs website](#). Additionally, postdocs can receive one adult comprehensive eye exam/contact lens evaluation per year by the Wilmer Institute. University Health Services (UHS) administers payment of this exam.

Appointments can be made at any one of four Wilmer sites.

- Johns Hopkins Hospital 410-955-5085
- Greenspring Station 410-583-2800
- Columbia 410-910-2330
- White Marsh 443-442-2020
- Bel Air 410-399-8443
- Bethesda 240-482-1100.

VII. LONG TERM DISABILITY INSURANCE (Group and individual component is effective the date of appointment)

Johns Hopkins provides long term disability insurance through UNUM at no cost to the postdoctoral fellow. The plan has two components: group coverage and individual coverage, with automatic enrollment in each. Details of the plan will be mailed approximately six weeks after your enrollment form is received.

- A. The benefit is \$3, 000 per month (\$2,750 per month for the group policy plus \$250 per month for the individual policy)
- B. Benefits are payable after the 90th day of your disability.
- C. The individual policy can be maintained (and increased) by you after you leave Hopkins by the continuation of premium payments. To continue contact UNUM directly.

Enrollment for group and individual components of benefit(s) is automatic.

VIII. LIFE INSURANCE (Fellow only – Coverage is effective date of appointment.)

Johns Hopkins provides a \$100,000 group term life policy as part of this benefit package. The policy is underwritten by UNUM Life Insurance Company of America. Internal Revenue Service regulations (IRC section 79) provide exclusion for the first \$50,000 of group term life insurance coverage. The imputed cost of coverage in excess of \$50,000 must be included in income and will be reflected on your payment statements. This will appear on your payment statement under the heading Non Cash Earning-GTLI Taxable Income. Depending upon your age, your semi-monthly statement will reflect an additional \$1.50 - \$6.00 of income on which tax will be levied. Failure to designate a beneficiary can result in tax liability to your estate.

Enrollment for this benefit is automatic. However, a Beneficiary Designation form must be completed and signed and submitted to the Student Accounts Office.

IX. INCOME DEFERRAL 403(b) RETIREMENT PLAN

The Johns Hopkins University has a voluntary retirement plan for postdoctoral fellows. This plan allows you to voluntarily tax shelter a portion of your taxable income received as compensation (i.e. salary/wages). That portion of income received from a grant in the form of fellowships (stipends) is excluded from 403(b) eligibility. Any contribution you make is unmatched by the University. The effective date of your participation will be the first day of the month after the Office of Benefits Services receives your enrollment online through the JHU benefits. Please visit the Benefits Services website at <http://benefits.jhu.edu/retirement/deferral.cfm> for more information.

Enrollment for this benefit is voluntary and is handled directly by the Benefits Services office.

Please note that the voluntary retirement plan is not available to postdocs on stipends. Please consult your departmental administrator if you are unsure of your eligibility.

X. VACATION TIME

- All postdoctoral fellows are eligible for ten (10) business days per fiscal year (beginning July 1st) of paid vacation leave. For new hires, the leave will be prorated based on the month in which the postdoctoral training begins.
- Postdocs should give notice to their mentor well in advance of any planned vacation taken.
- Details on the use of paid vacation leave can be found in the [university policy](#) for postdoctoral fellows.
- The ten days vacation are a minimum and the faculty mentor can choose to give the postdoctoral fellow additional paid leave as mutually agreed upon.

XI. SICK AND SAFE LEAVE

- Postdoctoral fellows are entitled to fifteen (15) paid business days at the beginning of the academic year (July 1st) for sick and safe leave. For new hires, the leave will be prorated based on the month in which the postdoctoral training begins.
- For details on allowable sick and safe leave please consult the [university policy](#) for postdoctoral fellows.
- The 15 days sick and safe leave are a minimum and the faculty mentor can choose to give the postdoctoral fellow additional paid leave as mutually agreed upon.

XII. PARENTAL ACCOMMODATIONS

- All full-time postdoctoral fellows are eligible to take 8 weeks of fully-paid New Child Accommodations in accordance with the [university policy](#) for postdoctoral fellows.
- See the <https://www.jhu.edu/assets/uploads/2017/06/newchildaccommgradandpostdoc.pdf>
- Postdoctoral fellows should discuss with their mentor well in advance, all planned new child accommodation leave and any additional unpaid leave through FMLA.

XIII. RESOURCES FOR POSTDOCS WITH FAMILIES

- The university provides numerous resources to assist postdocs with families, including subsidized child care, free resources for finding child care, discounts in tuition for JHU sponsored child care facilities and much much more. For a comprehensive list of the many available resources, please visit the university site [For Postdocs With Families](#).

SERVICES

DISABILITY SUPPORT SERVICES

Director: **Betty H. Addison, MS**
baddison@jhspsh.edu
Johns Hopkins Bloomberg School of
Public 2017 East Monument Street

Phone: 410-955-3034

Fax: 410-502-9809

E-mail: dss@jhspsh.edu

Website: www.jhspsh.edu/Student_Affairs/disability/
Services Include: Accommodations for documented disabilities

PARKING

Postdocs may register for parking at the Student Affairs office, Wolfe Street E1002 Steve
Bazetta, sbazzet1@jhu.edu; 410-502-1791
<http://www.jhspsh.edu/SupportServices/ParkingandTransportation/parking.html>

SOURCE (Student Outreach Resource Center)

2017 East Monument Street
(1/2 block from JHSPH Wolfe St. building, on the way to the NE Market)

Phone: 410-955-3880
Fax: 410-502-2736
E-mail: source@jhspsh.edu
Website: www.jhspsh.edu/source

SOURCE (Student Outreach Resource Center) was founded by the three Schools on the Johns Hopkins Medical Institutions campus—Medicine, Nursing and Public Health—in January 2005 to realize the need for a single interdisciplinary community service and service-learning center that could coordinate community involvement activities and reduce duplication of effort and services. SOURCE has a particular, but not exclusive, focus on East Baltimore neighborhoods near the Johns Hopkins Medical Institutions.

Mission:

SOURCE provides academic, professional and personal development opportunities for the

members of the JHU Schools of Medicine, Nursing, and Public Health through community outreach and service-learning partnerships with community-based organizations.

Services include:

- Personal advising for individuals from the JHMI community and student organizations
- Listings of community involvement opportunities and service organizations in Baltimore
- Assistance with planning, advertising, and evaluating community service events
- Monthly Community-Based Organization (CBO) seminar series (view the directory of CBOs on our website)
- SOURCE's Weekly Service Scoop delivered electronically every Tuesday – lists the latest involvement opportunities (subscribe by emailing source@jhsp.edu)
- Information on opportunities for community involvement, including special studies, capstones, internships, federal work-study, and volunteer positions
- Programs on the history of East Baltimore, including community tours

INTERNATIONAL SERVICES

The Johns Hopkins Medical Institutions
1620 McElderry Street Reed Hall
Suite 405

Phone: 667-208-7017

Website: www.hopkinsmedicine.org/intlsvcs/

Services include but are not limited to:

- Initial entry to the United States
- Work authorization
- Reinstatement to legal status
- Transfers to/from JHMI
- Extensions of stay
- Changes of visa status
- Travel authorization / re-entry to the U.S.
- Accompanying dependents' issues

FINANCIAL SUPPORT OF POSTDOCTORAL FELLOWS

All full-time postdoctoral fellows must be paid, at a minimum, the salary equivalent to the stipend for 0 years of experience postdoctoral fellow under the National Institutes of Health (“NIH”)/ National Research Service Award (“NRSA”).

- No postdoctoral fellow may be supported by self or family; self-funding is prohibited.
- If a postdoctoral fellow is supported by a home institution, the salary must meet the minimal requirements as specified above. Should this salary not meet the minimum requirements, the department is responsible for making up the difference.
- See your departmental payroll coordinator to complete the necessary forms to start your stipend/ salary payments

Postdocs on stipends versus salaries

- For postdoctoral fellows supported by individual fellowships or training grants, financial support is in the form of a “stipend” as opposed to “salary” (all other postdocs). Please check with your departmental administrator if you are uncertain as to whether your support is in the form of a stipend or salary. Postdocs on stipends receive the exact same income as postdocs on salaries and receive all the same benefits with the exception of Disability insurance. Postdocs on stipends also cannot contribute their income towards the university 403b retirement plan.
- Stipend payments will not have taxes withheld; consult with a tax advisor and consider filing quarterly income tax
- Questions about your tax liability should be addressed to the University Tax Office (443-997-8688 or tax@jhu.edu)

Part time postdoctoral fellows:

- Under extraordinary circumstances, a postdoctoral fellow may be appointed as part-time. Such circumstances include medical or family issues that preclude full time employment. Insufficient funding is not an allowable justification for part-time appointment. Postdocs must receive approval from the Director of Postdoctoral Training to be considered for part time appointment. Appointments less than 50% effort will not be considered.
- Details on the appointment and salaries for part time postdoctoral fellows may be found in the [university policy](#) for postdoctoral fellows
- J-1 and H-1B foreign nationals sponsored by the University may not work part-time.

REQUIRED TRAINING FOR POSTDOCTORAL FELLOWS

- a. Title IX training – All JHSPH are required to take the Title IX training for sexual assault and sexual harassment. Please consult your departmental administrator for details.
- b. Research Ethics/Responsible Conduct of Research – any postdoctoral fellow supported by an NIH training grant must complete training in the responsible conduct of research delivered via an in-person course taken once during your postdoctoral tenure. This would include funding on F32's and a number of other types of awards (consult NIH NOT-OD-10-019 for a complete list at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>). However, you do not need to take an in-person course if you are funded by a grant that is not a training grant (e.g., by a PI's R01).

Courses that fulfill the in-person requirement are:

- i. 306.665: Research Ethics and Integrity: U.S. and International Issues; and
- ii. 550.600: Responsible Conduct of Research (eligibility restricted to individuals with funding mandate)

If your funding source does not require in person training, the following on-line course is recommended:

- iii. 550.860 - Academic & Research Ethics

- c. Bloodborne Pathogens - All faculty, postdocs, students and staff with exposure to human or animal bloodborne pathogens will be entered in the Bloodborne Pathogen Exposure Control Program Training is required when hired or before starting work with bloodborne pathogen-containing materials and annually thereafter. For information about training, call Health Safety and Environment (410-955-5918).
- d. Radiation Safety - All faculty, postdocs, students, and staff who use radioactive isotopes or handle animals (or their cages or bedding) that have been treated with radioactive isotopes must attend a Radiation Safety training session. For information about training, call Radiation Safety (410-955-3710).
- e. IACUC (Institutional Animal Care and Use Committee) <http://www.jhu.edu/animalcare/>
Training Module: <https://secure.lwservers.net/> (Courses, Research Compliance Training Courses, Animal Care and Use)
- f. Human Subjects Training Module. IRB – Institutional Review Board: www.jhsph.edu/irb
All investigators (faculty, postdocs, students, and staff) must complete the training program (CITI) modules required by the School before submitting a research protocol for review. More information is provided in the links described below. SPH training module: <https://citiprogram.org>

Postdocs cannot serve as PIs on IRB submissions, so your mentor or other JHSPH faculty member must submit the protocol using our electronic system called PHIRST. Detailed information about the JHSPH IRB process can be found in a student/postdoc manual available either in the IRB office or on-line at:

http://phirst.jhsph.edu/sph/Doc/0/GOCPPLJA5Q474RNOP8CKS3C65/Student%20Manual_V8_18Jun09_Final.pdf

GUIDELINES FOR EFFECTIVE MENTORING OF POSTDOCTORAL FELLOWS:

Commitments of faculty mentors and postdoctoral fellows

The relationship between a postdoctoral fellow and their faculty mentor is at the heart of a successful postdoctoral experience. Sometimes the expectations of faculty mentors for their postdoctoral trainees are not well communicated and the reverse is true for the postdoctoral fellow. The PDF trainee relies on their faculty mentor to provide research and career guidance whilst supporting increasing independence, and at times these expectations are not fulfilled. To help build an effective postdoc trainee-faculty mentor relationship, the university has developed a *Mentoring Expectations* document, that outlines the commitments of faculty mentors and their postdoctoral fellows. This document should be discussed by the faculty mentor and postdoctoral fellow at the onset of postdoctoral training and periodically reviewed as departments see fit.

The document can be reviewed here
[Mentoring Expectations for Postdocs](#)

THE IDP as an effective tool for professional growth

All JHU university postdocs are required to complete an IDP (individual development Plan) and discuss this plan and research progress with their faculty mentor at least once a year. Each department at JHSPH has developed its own IDP template form and methods for implementing and tracking the IDP requirement for postdocs.

The IDP Process

For postdoctoral fellows:

Step 1. Conduct a Self-Assessment:

- Assess your skills, strengths and areas which need development. Formal assessment tools can be helpful. (Examples can be found in Resources: Self Assessment at the end of this document).
- Take a realistic look at your current abilities. This is a critical part of career planning. Ask your peers, mentors, family and friends what they see as your strengths and your development needs.
- Outline your long-term career objectives. (For useful information see Resources: Career Opportunities at the end of this document). Ask yourself:
 - What type of work would I like to be doing?
 - Where would I like to be in an organization?
 - What is important to me in a career?

Step 2. Survey Opportunities with Mentor:

- Identify career opportunities and select from those that interest you.
- Identify developmental needs by comparing current skills and strengths with those needed for your career choice.
- Prioritize your developmental areas and discuss with your mentor how these should be addressed.

Step 3. Write an IDP:

The IDP maps out the general path you want to take and helps match skills and strengths to your career choices. It is a changing document, since needs and goals will almost certainly evolve over time as a postdoctoral fellow. The aim is to build upon current strengths and skills by identifying areas for development and providing a way to address these. The specific objectives of a typical IDP are to:

- Establish effective dates for the duration of your postdoctoral appointment.
- Identify specific skills and strengths that you need to develop (based on discussions with your mentor).
- Define the approaches to obtain the specific skills and strengths (e.g., courses, technical skills, teaching, supervision) together with anticipated time frames.
- Discuss your draft IDP with your mentor.
- Revise the IDP as appropriate.

Step 4. Implement Your Plan:

The plan is just the beginning of the career development process and serves as the road map. Now it's time to take action!

- Put your plan into action.
- Revise and modify the plan as necessary. The plan is not cast in concrete; it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.

Review the plan with your mentor regularly. Revise the plan on the basis of these discussion

For Faculty Mentors

Step 1. Become familiar with available opportunities.

By virtue of your experience you should already have knowledge of some career opportunities, but you may want to familiarize yourself with other career opportunities and trends in job opportunities (refer to sources such as National Research Council reports and Science career reviews; see also Resources: Career Opportunities at the end of this document).

Step 2. Discuss opportunities with postdoctoral fellow.

This needs to be a private, scheduled meeting distinct from regular research-specific meetings. There should be adequate time set aside for an open and honest discussion.

Step 3. Review IDP and help revise.

Provide honest feedback - both positive and negative - to help postdoctoral fellows set realistic goals. Agree on a development plan that will allow postdoctoral fellows to be productive in the laboratory and adequately prepare them for their chosen career.

Step 4. Establish regular review of progress.

The mentor should meet at regular intervals with the postdoctoral fellow to assess progress, expectations and changing goals. On at least an annual basis, the mentor should conduct a performance review designed to analyze what has been accomplished and what needs to be done. A written review is most helpful in objectively documenting accomplishments. (An example is provided as an attachment this can be modified to fit the needs of the postdoctoral fellow and mentor).

The Postdoctoral Fellow Mediators (PDFM): Faculty Counselors for SPH postdoctoral fellows

The PDFM represents a group of faculty from BPSH that are experts in postdoctoral affairs, and can offer private advice and guidance to PDFs in matters of conflict involving their mentors or other faculty of their department. These faculty were selected based on their experience and excellence in mentoring PDFs and their dedication to the well-being of all PDFs. Each department has at least one faculty member represented. Special attention was given to professional and personal diversity in devising the composition of the PDFM. For a current list of PDFM faculty, please see the JHSPH postdoc home page or contact the Director of Postdoctoral Training, Valeria Culotta.

Why the need for the PDFM?

A faculty mentor has the obligation to effectively train PDFs and to encourage their career preparedness. See [Mentoring Expectations](#) for Postdocs. However, occasions arise when such expectations for effective mentoring are not met. When faculty-PDF conflicts arise, the PDF may feel at a disadvantage and PDFs are often not comfortable speaking with the chair or other faculty members of their department regarding problems with their faculty mentor. The PDFM affords PDFs the ability to seek help and guidance outside their home department from faculty who care deeply about quality PDF training and are dedicated to the well-being of PDFs.

The process

When a PDF wishes to seek advice and guidance regarding an issue with their mentor or other faculty members of their department, they will choose two members of the PDFM outside their home department to meet with. If needed, the PDF can request assistance in choosing appropriate PDFMs by writing to the chair of the PDFM, Dr. John Groopman or the Director of Postdoctoral Training, Dr. Val Culotta. The PDF will meet privately with the two members of the PDFM, who will listen to issues and depending on the subject matter, will provide guidance to the PDF and inform the PDF of next steps and possible outcomes, including any documentation.

Remediation, Probation, Suspension, and Termination Policy for Postdoctoral Fellows

Postdoctoral fellows (PDFs) are valued members of the JHU community, important to the research, teaching and service missions of the school. During their time in training, they are expected to conduct themselves in a responsible and ethical fashion while striving to achieve stated goals in scholarly research and professional development. Faculty members who mentor and supervise PDFs are expected to state their expectations clearly and have on-going and open communication regarding performance and expectations.

On occasion, PDFs may find themselves in a situation where their faculty mentor (or another member of the JHU community) feels the PDF is not conducting themselves in a manner that represents the best interests of the research group, department, school, or university. Often such matters can be remediated by counseling and corrective resources before the problem escalates. In cases where the offense is more severe or persists, formal disciplinary action may be necessary. In the interests of all concerned parties, the following procedures are to be followed whenever a PDF's performance or conduct requires that such actions be taken.

Remediation without disciplinary action: In many cases where a faculty mentor notes issues with PDF performance that can be remediated or PDF conduct that is not in violation of university policies, the situation can be corrected with appropriate guidance and counseling. In this instance, the faculty mentor should meet with the PDF and discuss the specific issue(s) and the corrective measure(s) that the PDF can implement in an effort to remediate the problem. The PDF has an opportunity during this meeting to address any issues and together the postdoc and faculty mentor should agree upon guidelines including timelines to correct the issue. The discussion should be documented in writing. In cases where the problem persists or escalates, formal disciplinary action may be taken.

Disciplinary action involving probation, suspension and termination

A PDF may be subject to formal disciplinary action due to (i) persistent or poor performance or failure to meet stated expectations, (ii) violation of any policy, procedure, or guidelines of the university or school, or (iii) conduct that poses danger to faculty, staff, trainees, students, or other affiliates of the institution. It is our policy to employ procedural fairness in all matters which may lead to probation, suspension, or termination of PDFs and PDFs should be provided with verbal and/or written communication regarding these concerns and have an opportunity to respond to them. If the conduct is so serious that it poses such a danger, immediate disciplinary action may be imposed prior to the review described in this policy.

Probation: Disciplinary actions typically are initiated by a meeting with and letter from the mentor detailing in sufficient detail the reasons for probation, the conditions that must be met to correct the deficiencies and obviate the probation, and the time period by which this must be achieved. Except in the case of a conflict, the departmental chair and the director of postdoctoral training will be consulted in advance and copied on this letter. At the end of the defined probation period, the mentor and the departmental chair shall review the case and a decision in writing must be provided to the PDF stating either (i) the deficiencies have been corrected and the probation period has ended, or (ii) all or some of the deficiencies have not been corrected. If the deficiencies have not been satisfactorily corrected following the probation period, the probation period may be extended or the PDF may be subject to suspension or termination.

Suspension: The decision to suspend or terminate the PDF depends on the severity of the offense and requires prior consultation with the departmental chair, the director of postdoctoral training and an

additional appropriate representative from the schools deans office. The suspension notice will outline the terms of suspension and any impact on pay or benefits and should be discussed in a meeting between the faculty mentor and PDF. Typically, the PDF will be suspended from all activities including research and coursework for a defined period of time, but no more than three months. Suspension may occur with or without pay. In instances of suspension with pay, benefit coverage shall be continued. In the event of suspension without pay, the PDF is responsible for full premium payments for health care benefits.

Termination: The decision to suspend or terminate the PDF requires prior consultation with the departmental chair, the director of postdoctoral training and an additional appropriate representative from the schools deans office. The termination notice will identify the reason for termination and should be discussed in a meeting between the faculty mentor and PDF. Except in cases involving a serious and/or continuing violation of policy, procedures, guidelines, violation of law, or conduct that poses a serious danger to the Johns Hopkins community, a minimum of 1 month notice shall be given for termination, including full pay and benefits.

Termination due to lack of funding

If a PDF is to be terminated due to lack of funding support for salary, the PDF should be given 3 month's notice. Exceptions to this include immediate and unexpected loss in salary support and if the PDF's appointment is already set to expire within this 3 month time period. Any notice of termination less than 3 months must be approved in advance by the departmental chair.

PDF departure without termination:

A PDF may leave their position for any reason at any time, but is required to give at least 1 month's notice in writing to the PI and departmental administrator.

Appeals

The PDF may appeal a probation, suspension, or termination decision in writing to the Dean within 5 business days of the decision. The Dean's review will be limited to whether the procedures hereunder were followed and the Dean's decision will be final.

Visa Considerations

When applicable, PDFs are responsible for understanding any implications of probation, suspension, or termination on their visa status. PDFs should contact the Johns Hopkins Office of International Services at 667-208-7012 or internationalservices@jhmi.edu for further information.

EXIT ACTIVITIES FOR POSTDOCTORAL FELLOWS

POSTDOCTORAL FELLOWS COMPLETION CHECKLIST

- Request a “Postdoctoral Fellowship Certificate” from the School through your Departmental Academic Coordinator

- Join the Johns Hopkins University Alumni Association - <http://www.jhsph.edu/alumni/>
 - Forward your e-mail by establishing an alumni e-mail alias
<https://apps2.jhsph.edu/alumniemailalias/>

- Terminate health and/or dental insurance with Student Accounts and Business Services, Wolfe Street W1101 (410-955-5725)

Turn in your ID Badge and your keys to your Departmental Administrator